

Marlow Trustees of the Trust Funds

MINUTES

DATE: April 23, 2020

TIME: 5:34 pm **Attendees:** Liz Davis, Rik Lammers, Jessica Mack

MINUTE TAKER: Rik Lammers

TOPIC	DISCUSSION	ACTION ITEMS
Review and Approve February Minutes	No March meeting due to COVID 19 Liz and Jessica approved the February minutes	Rik to post file on the D drive noting no meeting and thus no minutes for March.
Review and Approve Three Bearings Reports	Review and approve February and March 2020 and YTD MS-9 and MS-10 reports Liz & Jen approved. Rik had a concern over principal withdrawals made with adequate funds in income to cover the withdrawal.	Rik to review MS-9 reports to confirm or refute his concern.
Review and Approve New Deposit Requests	Review and approve any New Deposit Requests <ol style="list-style-type: none">1. Repay town \$22,500 for new fire truck. Jen & Liz will approve and sign.2. Fire Dept. – Fire Uniforms from Bulldog - \$841.46. Only \$290 in income, will let F.D. decide on how to pay for.3. Final Invoice for fire truck. \$201326.30 – Approved.4. Review – back on July Of 2019 approved \$6589.66 for lettering and radio. F.D. had not bought radio yet, but took the money. F.D. submitted documentation. F.D. provided a quote, not an invoice. Trustees mistake to approve<ol style="list-style-type: none">a. Liz could not acceptb. Over payment situation since radio not purchased.c. Liz provided a list of issuesd. \$179 check to be cut by the town for deposit. Liz will fill out the form.e. F.D asked town to prepay for the town. Town said no. Will issue a 3rd party check. Liz will download form and fill out.	Liz to download 3 rd party check form and fill out and submit.
Review and Approve New Disbursement Requests	Review and approve any New Disbursement Requests No new disbursement requests.	
Review March Agenda	Review the March Agenda – has been folded into April's agenda	
<u>Old Business</u>		
Dan Reed – Residual Rest of Cemetery. Continue to assist	Pending Three Bearings review of Dan Reeds submission. As of April 2020, the broker is still reviewing the documents submitted and has not responded to date.	

Dan Reed with this project.		
Spreadsheet 'snapshot' of funds and purpose	Review where we are at with excel Data Base set up and maintenance. Jessica said the S.S. is done. All data we have is in the S.S. Need to do more research. Everything I sortable. Made a checkmark column to show if reviewed. Marked all capital reserve.	We should all take a look and offer any input or questions to Jessica.
"D" Drive	Rik organizing the online folders for our records. Discuss how they should be structured A suggestion was made to create a Meetings Folder at the main folder level so that all material pertinent to any one meeting can be placed there for easy reference. Once the meeting is done the contents of the Meetings Folder should be emptied and documents moved to their final folder destination on the D drive.	
<u>Three Bearing Forms</u>	Three Bearings sent a request to complete and submit a 2020 Trustee form listing all current, new and removed trustees. Three Bearings already has our personal email addresses.	
2/3/20 Town Marlow check	\$1.79 check received in Feb from Town was issued in error to Trustee's. Void and return to Town Administrator. Liz holding check for \$1.79. Liz will send with deposit request.	
<u>New Business</u>		
<u>Deposit Letter</u>	Review and approve the Letter of Deposit for 2020 Town Abstract. * Include the review of new deposit forms and process for Fidelity Investments A letter change was necessitated Jen and Rik approved the change. Liz to send new letter to Jacqui to cut the check. Check to be made out to Fidelity.	
2019 Disbursement for Radio & Lettering Ambulance	2019 Disbursement request by fire department that was never done till 2020. Review doc's and the variance. Resolved – See Deposits Requests above	
Fire Truck Purchase	Review the current status and disbursements pending Resolved – New payment request just came in.	
Other	Review any other new business as needed None	

<u>Adjourn</u>	Adjourned 6:24 pm. Next meeting May 18 th at 5:45 pm.	
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